

## Leave Sharing

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The district will establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by an eligible recipient who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition, or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The superintendent will establish procedures to donate leave for staff members who: (1) earn personal holiday leave and (2) accrue annual leave and sick leave for use by other staff in case of illness, injuries or emergencies. The superintendent is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements..

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### Cross Reference(s)

Model Policy 5021 – Applicability of Personnel Policies

### Legal Reference(s)

RCW 28A.400.380 – Leave Sharing Program

RCW 41.04.650-665 – Leave Sharing Program

WAC 392-126-004-104 – Finance – Shared Leave

### Management Resource(s)

*Policy News*, October 2010 – *Policy News*, October 2004 – Anaphylaxis Prevention Policy Required

*Policy News*, October 2004 – Revisions to the State Leave Sharing Program

*Policy News*, August 1999 – Staff May Share Personal Holiday

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